

Revised

Navajo Nation Safety & Loss Control Program Health & Safety Training Schedule

SLCP / RMP Conference Room

Administration Building One, 2nd Floor, Window Rock, AZ

Class Begins: 9AM-12PM & 1PM - 4PM



October, 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--|--------------------------------------|---------------------------|--------|
| Instructors | Wilfred Keeto | Dicky Bain | Richard H. Bates | |
| 01 | 02 No Training | 03 No Training | 04 No Training | 05 |
| 08 | 09 Preventing Slips, Trips and Falls | 10 Employee Safety Orientation | 11 Driving Awareness | 12 |
| 15 | 16 Hazard Communication | 17 Fire Prevention Training | 18 Facility Inspection | 19 |
| 22 | 23 Understanding Safety Data Sheet (SDS) | 24 Back Safety | 25 Stress Management | 26 |
| 29 | 30 Personal Protective Equipment | 31 General & Office Safety | | |

Call and request for on-site safety presentation at your location.

Schedule is subject to change. Call to enroll at 871-6085

Navajo Nation Safety & Loss Control Program Health & Safety Training Schedule

SLCP / RMP Conference Room

Administration Building One, 2nd Floor, Window Rock, AZ

Class Begins: 9AM - 12PM & 1PM - 4PM

November, 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|-----------------------------------|------------------------------------|------------------|
| Instructors | Wilfred Keeto | Dicky Bain | Richard H. Bates | |
| | | | 01 General Electrical Safety | 02 |
| 05 | 06 Confined Space Training | 07 Bloodborne Pathogen | 08 Kitchen Safety | 09 |
| 12 <i>Veterans Day Observed</i> | 14 Introduction to Mold & Asbestos Awareness | 15 Fire Prevention Training | 16 Facility Inspection | 17 |
| 19 | 20 Personal Protective Equipment (PPE) | 21 Hazard Assessment | 22 Thanksgiving Day | 24 Family Day |
| 26 | 27 Ergonomic Awareness | 28 Stress Management | 29 Hazard Communication | 30 |

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Revised

Navajo Nation Safety & Loss Control Program Health & Safety Training Schedule

SLCP / RMP Conference Room
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Class Begins: 9AM – 12PM & 1PM - 4PM



December, 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|---|------------------------------------|----------------------------------|--------------------|
| Instructors | Wilfred Keeto | Dicky Bain | Richard H. Bates | |
| | | | | |
| 03 | 04 Trenching & Excavation Safety | 05 Back Safety | 06 General & Office Safety | 07 <i>Rodeo</i> |
| 10 | 11 Emergency Action Plan | 12 Fire Prevention Training | 13 Lockout/Tagout | 14 |
| 17 | 18 Introduction to Mold & Asbestos Awareness | 19 Hazard Communication | 20 Facility Inspection | 21 |
| 24 | 25 Christmas Day | 26 General Electrical Safety | 27 Hazard Assessment | 28 |

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Safety Training List

Information: 928-871-6085 Administration Building One, Window Rock, AZ

General & Office Safety:

General overview on safety and Health. This interactive course is designed to familiarize new employees with the safety program and engage them in actively controlling "potential" workplace hazards, thereby helping prevent accidents.

Personal Protective Equipment (PPE):

This course provides information to help attendees conduct workplace assessments to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Course covers PPE for the eyes, face, foot, head and hands.

Bloodborne Pathogens (BBP):

This course reviews what Bloodborne Pathogens (BBP) are, where they are found and the symptoms of hepatitis B and HIV/AIDS and the transmission of bloodborne diseases and routes of entry. The topic explains misconceptions, preventing infections, using PPE and handling sharps and spills.

Emergency Action Plan:

Help provide guidance in developing an emergency action plan which employers and employees are able to identify, communicate, initiate and direct employees and clients to safe areas and account for all occupants. The course helps identify needed resources and roles to during an unforeseen event and help determine if duration of interruption can be forecast and how it impacts the daily service operation. So what is your plan "B".

Fire Prevention Training – Classroom Only:

Teach employees how they can reduce the risk of fire and what to do in the event of fire. Proper selection of fire extinguisher class, size and proper method of P.A.S.S. system means. Housekeeping is key to having a safe work environment and what are the "other" causes of fires.

Confined Space Training – Classroom Only:

This course increases employees' knowledge of the hazards associated with entering confined spaces. Includes specific control techniques and the basic pre-entry procedures to safely perform work will be reviewed.

Lock-out and Tag-out (Control of hazardous Energy - Classroom Only:

This course focuses on stored, potentially hazardous energy sources: how to identify them, procedures required to help avoid life threatening situations, how to achieve a "zero energy state," when to use locks and tags and rules to follow when using multiple locks.

General Electrical Safety:

The importance and purpose of safe work practices for performing tasks around potentially hazardous electrical conditions in the workplace are discussed. This course provides students with the basic knowledge necessary to help avoid or minimize electric shock or electrocution.

Hazard Communication/HAZCOM:

OSHA requires employees that are exposed to hazardous chemicals in the workplace receive HAZCOM training. This course provides managers, supervisors and employees with steps-by-step solutions for complying with each of the five major sections under OSHA's Hazard Communication standard. OSHA's revised the Hazard Communication Standard aligned with GHS is in effect, and all employees must be trained on the new label elements and SDS format by December 1, 2013.

Trenching and Excavation Safety – Classroom Only:

Participants will be instructed on field applications that help minimize the risks of employee injuries, accidents and equipment failures on the worksite. Course topics include hazard recognition, competent person roles and responsibilities, soil classification, site inspections, protective systems and general requirements of the trench and excavation regulatory standard.

HAZWOPER Awareness:

This course is designed for employees who are likely to witness or discover a hazardous substance release. Employees who attend this level course may be the individuals who would initiate the emergency response procedures by notifying proper authorities within an organization. Topics include hazard recognition, competent person roles and responsibilities, soil classification, site inspections, protective systems and general requirements of the trench and excavation regulatory standard.

Back Safety:

The topic provides practical knowledge of back safety to help reduce the risk of injury or aggravating a pre-existing back problem. The anatomy of the spine is covered in order to understand how injury occurs and can be prevented. The different categories of back problems are reviewed and also include their common causes, first aid techniques, proper back posture methods and proper lifting procedures. Application of these basic back safety principles and practices both on and off the job can prevent the pain, discomfort and sometimes, disabling effects of an injury to the back.

Introduction to Mold & Asbestos Awareness:

Asbestos has become one of the most talked about hazardous materials in the workplace. This training course will give the background of what asbestos is, the places the products where it can be found and what real dangers it may pose. The presentation will also cover the composition, types, uses, health hazards and diseases associated with asbestos. A review of workplace programs, labeling requirements and the OSHA standard will also be conducted. Mold and fungal growth within a work environment can affect the occupants of a facility when moisture intrusion or water line breaks and the damaged material is not properly removed, cleaned or replaced. Such condition becomes an ideal environment for mold growth. Learn about the health impact and remediation to re-establish a safe work environment.

Facility Inspection:

Safety & Loss Control Program has a variety of facility inspection checklists available to assist supervisors, chapter officials and employees charged with conducting inspection of their facility or specific work area. Such as buildings, electrical hazards, maintenance shops, warehouses, fire preventions and chemical storage.

Written Safety & Health Programs:

OSHA requires several different safety, health and environmental written programs to be developed and maintained. These written programs must be updated when there are changes to policies, procedures, equipment or site issues affecting an employee's job. General purpose programs and site-specific programs developed during session. Such as BBP, EAP, Fall Protection Plan, Fire Prevention Plan, HAZComm, LO/TO, and Confined Space Plan

Hazard Assessment:

A hazard assessment is an evaluation of a work place or work task(s) for potential hazards that an employee may encounter while performing their job. Each task must be assessed and documented and certified by assessor and shared with employees.

Understanding Safety Data Sheet (SDS):

Every chemical product created has a safety data sheet which lists 16 section of information pertaining the ingredients, health hazards, physical hazards, spills & releases, first aid measures, and many other critical information that a user and occupant of a facility must know. The OSHA hazard communication standard has aligned with the Global Harmonized System (GHS) on communication, labeling and classification so we can all review and comprehend a chemical product information.

Kitchen Safety:

This course is to review kitchen safety rules and procedures designed to keep you safe and identify kitchen hazards; Follow safe work practices to prevent accidents; Prevent foodborne illness; Act effectively in an emergency; and apply appropriate first aid for kitchen injuries.

Employee safety Orientation:

The objective of this training session is to give you a comprehensive safety orientation to our workplace. This course will provide general orientation on workplace hazards and provide you with a general understanding of the following: Understand your role in our organization's safety and health program, including security procedures; Get safety information from various sources, including workplace safety newsletters, bulletin boards, safety committee members, and labels or safety data sheets; Identify hazards, take care of them, and/or report them, including reporting procedures, forms, and contact information; Prevent and respond to fires and other emergencies, including when to fight a fire and when to call in professional firefighters, how to use a fire extinguisher, and how to report emergencies; Respond promptly and properly to accidents and give first aid to yourself and coworkers; Evacuate the facility safely; and Apply ergonomic principles to adjust job tasks to your body and avoid musculoskeletal disorders.

Stress Management:

Stress is a reality for almost everyone. We all experience stress on the job and in our personal lives—at least from time to time. There are many factors that cause stress, including a heavy work load, personal and work challenges, and family and financial problems. In this course, we're going to talk about what causes stress, how it impacts you, and what you can do to alleviate some of the stress in your life and to help you better manage the stress in your life.

Driving Awareness:

The main purpose of this training is to talk about defensive driving techniques so that you can be safe behind the wheel and avoid accidents. This training will be able to help you Identify driving hazards, understand defensive driving techniques; and use defensive driving techniques to prevent accidents and injuries on the road.

Preventing Slips, Trips and Falls:

Slips, trips, and falls are among the most common causes of injury on the job and at home. Everyone slips, trips, or falls on occasion. We tend to shrug off these accidents as just clumsy moments. But sometimes, they can result in serious, painful—and even deadly—injuries. It's important to recognize slip, trip, and fall hazards on the job when you see them so that you can take proper precautions to prevent accidents and protect yourself and co-workers from injury. This training will deliver an understanding to eliminate slip, trip, and fall hazards in the workplace and prevent accidents; recognize slips, trips, and falls as a serious safety problem; identify slip, trip, and fall hazards on the job, at home, and outdoors; avoid or eliminate slip, trip, and fall hazards; prevent falls from heights and on stairs; prevent falls at work, outdoors, and at home; and finally minimize injuries if you do fall.

Ergonomic Awareness:

Ergonomic is the scientific study of people at work. The goal of ergonomic is to reduce stress and eliminate injuries and disorders associated with the overuse of muscles, bad posture and repeated tasks. This is accomplished by designing tasks, work spaces, controls, displays, tools, lighting and equipment to fit the employee's physical capabilities and limitations.

Call and request for a customized "on-site" safety presentation.



2018 Navajo Nation Safety Orientation

Hosted by the Navajo Nation Safety & Loss Control Program

The NN Safety Loss /Control
Program has moved to the
Administrative Building #1,
(Second Floor-South Side)
Window Rock, AZ
Ph.: (928) 871-6085



The Training is FREE!!!

Register ASAP. Limited 15 per classroom

Fax Registration to: 928-871-6087

Name: _____

Title: _____

Program: _____

Address: _____

*Phone: _____

*E-Mail: _____

Indicate Training Date: _____

Dates: Oct.—November 2018

**Time: Tues, Wed. & Thurs
9:00 am through 4:00pm**

**Where: SLCP / RMP Conference
Room, Administrative Building #1**

Who should attend:

- NN Employees
- Division Directors / Department Managers
- Program Supervisors
- Navajo Nation Delegates
- Navajo Nation Chapter Officials / Chapter Staff
- Enterprise employees

Safety Topics for Oct. thru Nov.
includes the following:

- General Safety
- Fire Prevention
- Safety Inspections—tribal insured buildings
- Hazard Communication / GHS
- See 2018 Schedule (Attached)

Contact Person:

**Michelle Shorty at (928)871-6085
Email: mshorty@navajo-nsn.gov**

Registration form has to be submitted in order to attend classes